



Employment Opportunity

Administrative Assistant

About KPMG

KPMG is a global network of professional firms providing Audit, Tax, and Advisory services. We operate in 153 countries and territories and have 207,000 people working in member firms around the world. Our purpose is to inspire confidence and empower change through our extraordinary team. KPMG prides itself in being The Clear Choice and offers a world of opportunities.

Administrative Assistant Role

KPMG is currently seeking a bright, energetic, honest and confidential individual to join our team as an Administrative Assistant working cross functionally in the Audit, Compliance and Recruitment arms of the Firm. The successful candidate will join our existing administrative team and provide quality service to our external and internal clients on a daily basis. The ideal candidate should possess:

QUALIFICATIONS/EXPERIENCE

- An undergraduate degree from an accredited university in the Business studies fields of discipline.
- Certification as an Administrative Professional or another administrative/business certification would be an asset.
- 3 to 4 years working experience in a similar position.
- Experience in a public accounting firm, particularly with respect to financial statements preparation.

CANDIDATES' ATTRIBUTES

- Proficiency in the Microsoft office suite, particularly Microsoft Word and Excel for financial statements preparation and other related tasks;
- The ability to pay close attention to detail and to ensure accuracy of statements, reports and data;
- The ability to work simultaneously on several projects/engagements and with minimal supervision;
- The ability to work in a team-based environment;
- Uncompromising personal and business ethics;
- Strong organizational, interpersonal and analytical skills; and
- Strong communication skills, both oral and written.

Our offer

We offer a team-based environment with wonderful opportunities, in our Nassau and Freeport offices, to broaden your professional experience in a varied practice that offers competitive compensation and benefits packages.

Assurance is given that every applicant will be treated in the strictest of confidence. Only applicants who meet the criteria stated above will be contacted.

Applicants should submit a cover letter, resume, transcript and copy of certification(s) by **Friday, 16 August 2019** to: Human Resources Manager, KPMG, P.O. Box N123, Nassau, Bahamas or hrbahamas@kpmg.com.bs.